**The Comma**

Name:

Directions: Write the rules printed in red on pages 521-523.

30f.

30g.

**30h.**

Directions: Complete Exercise 2 (1-15) on page 524 by adding the correct punctuation to the sentence. Write the word **before and after** the inserted punctuation(s).

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

**The Semicolon**

Directions: Write the rules printed in red on pages 537-540.

31a.

31b.

31c.

31d.

\*Rule 30k. (3): Parenthetical expressions (conjunctive adverbs or transitional expressions) should be offset by commas in a sentence. Example: We, therefore, shall practice grammar.

1. Which **pairs** can/should be connected with a semi-colon?

Top of Form

|  |  |  |
| --- | --- | --- |
|  | a) | I hate rice pudding \_\_\_\_\_ dairy products don't agree with me. |
|  | b) | Spain is lovely \_\_\_\_\_ hot weather and friendly people. |
|  | c) | Spain \_\_\_\_\_ lovely beaches, endless blue sea and great weather. |
|  | d) | Spain is a lovely country \_\_\_\_\_ the beaches are endless and the weather is always good. |

Bottom of Form

1. Which **pairs** can/should be connected with a semi-colon?

Top of Form

|  |  |  |
| --- | --- | --- |
|  | a) | Paris is a beautiful city \_\_\_\_\_\_ wide streets and sunshine. |
|  | b) | Havana is a lovely city \_\_\_\_\_\_ rice pudding is one of my favorite foods. |
|  | c) | I would love to go to France \_\_\_\_\_\_ Paris is a lovely city. |
|  | d) | I would love to go to Greece \_\_\_\_\_\_ I love ancient history. |

Bottom of Form

1. Which **pairs** can/should be connected with a semi-colon?

Top of Form

|  |  |  |
| --- | --- | --- |
|  | a) | Gran hates going to bed early \_\_\_\_\_\_ there is too much on the TV. |
|  | b) | Gran hates doing DIY \_\_\_\_\_\_ too much like hard work. |
|  | c) | Gran hates going to bed early \_\_\_\_\_\_ the wallpaper in her house is peeling. |
|  | d) | Gran hates doing DIY \_\_\_\_\_\_ the wallpaper in her house is peeling. |

Bottom of Form

4. Which **pairs** can/should be connected with a semi-colon?

Top of Form

|  |  |  |
| --- | --- | --- |
|  | a) | Understanding grammar is very important \_\_\_\_\_\_ despite its complexity. |
|  | b) | Understanding grammar is very important \_\_\_\_\_\_ clear communication is an essential skill. |
|  | c) | Understanding grammar is very important \_\_\_\_\_\_ most high level jobs require good writing skills. |
|  | d) | Understanding grammar is very important \_\_\_\_\_\_ although it is not always the most fascinating subject on the planet. |

Bottom of Form

5. Which **pairs** can/should be connected with a semi-colon?

Top of Form

|  |  |  |
| --- | --- | --- |
|  | a) | The stock exchange fell sharply \_\_\_\_\_\_\_ investor confidence is very low. |
|  | b) | The stock exchange fell sharply \_\_\_\_\_\_\_ many investors decided to sell their shares. |
|  | c) | The stock exchange fell sharply \_\_\_\_\_\_\_ a difficult day for everybody. |
|  | d) | The stock exchange fell sharply \_\_\_\_\_\_\_ I would wait before selling your shares. |

**Bottom of Form**

**Commas vs. Semicolons**

Directions: Insert commas and semicolons as needed. Be able to explain your answers.

1. Trisha went to the conference and she made some good business contacts.

2. Mitchell had told Trisha about the conference he could not attend it.

3. Trish therefore collected materials for him.

4. Mitchell was impressed that Trisha remembered him and he graciously thanked her.

5. The accounting department issued budget guidelines the finance committee agreed.

6. Alexi completed her budget last week I will complete mine this week.

7. The meeting was cancelled but we were not informed.

8. My time was blocked out for the meeting so I worked on my budget instead.

9. Jim prefers to skip formalities however his manager prefers a conservative approach.

10. Susan liked our proposal unfortunately she was not in the meeting to support it.

11. The committee did not accept our proposal therefore we are not part of the project.

12. The contract states that we can make another bid in 60 days however we may not submit one.

13. We are considering other options their firm is not the only one accepting bids.

14. I therefore will compile a list of potential clients you can assist me with the list.

15. McDermott worked on that project last year he will recommend us.

16. The opportunities are available now consequently we should use our time wisely.